

JOB ANNOUNCEMENT

TRI MISSIONS - VIENNA

POSITION TITLE: ARC/Program Assistant
FP-TBD*/FSN-07

ANNOUNCEMENT NUMBER: 06-29

OFFICE/LOCATION: PAO/ARC

OPENING DATE: September 21, 2006

WORK HOURS: Full time, 40 hours/week

CLOSING DATE: October 5, 2006

DESIRED STARTING DATE: As soon as possible

OPEN TO: - All Interested Candidates

NOTE: NON-AUSTRIAN CITIZEN APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY **MUST BE RESIDING IN COUNTRY** AND HAVE THE REQUIRED RESIDENCE PERMITS FOR EMPLOYMENT IN AUSTRIA TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Citizen Eligible Family Members (AEFMs and EFM) will be given preference. More details under "Selection Process".**

BASIC FUNCTION:

The incumbent of this full time position in the American Reference Center (ARC) provides technical support for post's Digital Video Conference (DVC) programming, provides general and technical Program Support and serves as post's coordinator for audio-visual activities. Researches Resource Center's electronic and traditional resources to respond inquires for information form the host country audience and Tri Mission staff. Serves as backup Webmaster.

QUALIFICATIONS REQUIRED:

Education: University degree in Library or Information Science, American Studies or related field is required.

Experience: Two years of progressively responsible work experience in media, information technology, traditional library reference services or related is required.

Languages: English: Level IV (fluency) is required.
German: Level IV (fluency) is required

Knowledge/Abilities/Skills:

- Intermediate computer knowledge (Microsoft Office) and advanced knowledge of webpage editing, Adobe Photoshop and contact management software is required.
- Successful candidate must have excellent interpersonal, cross cultural and communication skills.
- Incumbent must be able to prioritize work schedule and incoming requests.

SELECTION PROCESS:

1. When equally qualified, Appointment Eligible Family Members (AEFMs), U.S. Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore it is essential that the candidates address the required qualifications in the application.
2. After an initial application screening, qualified applicants will be invited to an interview. A written examination, typing test, computer test and/or language testing may be conducted, if applicable.

- *3. Final grade will be determined by Washington. The Department of State makes all final salary determinations for Temporary Appointment/FMA positions.

ADDITIONAL SELECTION CRITERIA:

1. The Tri Missions will consider issues such as conflict of interest, nepotism, budget implications and residency status in determining successful candidacy.
2. Current employees in their first year of service who are not AEFMs are ineligible to apply.
3. AEFMs currently employed on a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. All position selections are made consistent with the State Department's Non-Discrimination Policy and with the Austrian Gleichbehandlungsgesetz to not discriminate among applicants for employment on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.
5. Successful candidates will be required to pass medical and security clearances.

APPLICATION PROCEDURES:

Interested applicants for this position should submit by the CLOSING DATE the following:

- Letter of application and
- Current resume or Application for Federal Employment (Form OF-612)
- Any other documentation (e.g. essays, certificates, awards, evaluation reports, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- Current employees of the Tri Missions Vienna must also complete and send the form "APPLICATION FOR LES VACANCY".

(Application forms are available in HRO and on Intranet)

Please submit your application to:

By mail: American Embassy, Human Resources Office (HRO), Boltzmanngasse 16, 1090 Vienna

By e-mail: hrvienna@gmx.net

By fax: (1) 313 39 - 2907

****DEFINITION:**

APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFM):

An Appointment Eligible Family Member (AEFM) is a type of Eligible Family Member (see 6 FAM 111.3-1s) that is eligible for direct hire employment on either a Family Member Appointment or Temporary Appointment (see 3 FAM 8200 for details) provided she or he meets all of the following criteria:

- 1) U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3-1 paragraph s (1), who is at least 18 and under 21 of age.
- 2) Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at the US Foreign Service post or establishment abroad with a US Government agency that is under Chief of Mission authority.
- 3) Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- 4) Does not receive a US government annuity or pension based on a career in the US Civil, Foreign or uniform services

ELIGIBLE FAMILY MEMBER (EFM):

See 6 FAM 111.3 for definition for Eligible Family Member, who meets the following criteria:

- 1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- 2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel. see 3 FAM 1900, Appendix B-Old 3 FAM 686.1);
- 3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel. See 3 FAM 1900, Appendix B-Old 3 FAM 686.1); and
- 4) Spouse.

AN EQUAL OPPORTUNITY EMPLOYER